

Application Instructions  
For  
**Colorado Division of Housing**

Housing Needs Assessment Grant

Colorado Division of Housing  
STATE OF COLORADO  
Department of Local Affairs  
1313 Sherman Street, Room 500  
Denver, Colorado 80203  
(303) 866-2033  
[www.dola.state.co.us/cdh/index.html](http://www.dola.state.co.us/cdh/index.html)

March 5, 2008

- **OVERVIEW**

The Colorado Division of Housing (CDOH), based on the recommendations of the Colorado Blue Ribbon Panel on Housing, is soliciting applications for the completion of Housing Needs Assessments in Colorado. These instructions provide information concerning the submission of applications specifically for Housing Needs Assessments.

To apply for CDOH funds for Housing Needs Assessments, contact your Regional Housing Development Specialist for assistance. Please see the CDOH website for contact information. The Regional Housing Development Specialist will facilitate the CDOH application process and provide technical assistance as necessary to encourage complete applications.

If awarded funding, your organization agrees to comply with all applicable HUD and CDOH reporting requirements. Please see the AFTER THE AWARD section below for more information.

- **OBJECTIVES**

One of the principal recommendations of the Colorado Blue Ribbon Panel on Housing Report is to expand the collection and delivery of housing data and to integrate it into local and state decision-making regarding affordable housing. Components of this recommendation are addressed below;

- **Local Strategic Planning**

CDOH intends that these studies form the foundation for local strategic planning to address local housing needs. Applicants must demonstrate their willingness and ability to bring the appropriate stakeholders together to create housing plans and to implement them.

- **Common Format**

The Colorado Blue Ribbon Panel on Housing recommended that a common format be used for all Housing Needs Assessments. Based on this recommendation, all Housing Needs Assessments funded by CDOH will be based on the CDOH Needs Assessment Template. CDOH recognizes, however, that to be responsive to local resources and needs, some variety in study format will be necessary.

- **Public Access to Data**

In order to promote the use of Housing Needs Assessment information, all such reports funded by CDOH will be available to the public through the CDOH website and other mechanisms. Submission of a PDF version of your Housing Needs Assessment for use on the CDOH website is required.

- **Statewide Coverage**

The Colorado Division of Housing's goal is to have Housing Needs Assessments updated or newly completed for all counties in the state by the end of 2007. In order to meet this goal, CDOH staff will be providing on-going technical assistance and funds to move these projects forward. CDOH maintains a list of recently completed Housing Needs Assessments on its website, [www.dola.state.co.us/cdh/index.html](http://www.dola.state.co.us/cdh/index.html). Applicants should review this list to determine which areas of the State are without current Housing Needs Assessments.

- **Application Process**

Use the NEEDS ASSESSMENT GRANT form that can be found at [www.dola.state.co.us/cdh/index.html](http://www.dola.state.co.us/cdh/index.html)

- **Public Hearing Information**

A public hearing must be held prior to the submission of an application. A CDOH staff person must be present at the public hearing. Please see Attachment C in the CDOH Application form for sample public hearing language and publication guidelines.

- **Local Government Applicant**

CDOH funding for Housing Needs Assessments is through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program (CDBG). This funding source requires a local government to be the applicant for CDOH funds.

- **HUD Environmental Review**

Housing Needs Assessments are considered an “Exempt” project type for the HUD Environmental Review process as defined under 24 CFR 58.34 of the Environmental Review Procedures for the CDBG Program. Please contact Tamra Hooper of the Department of Local Affairs at [Tamra.Hooper@state.co.us](mailto:Tamra.Hooper@state.co.us) for more information.

- **Application Review Procedure and Timeline**

- CDOH accepts applications on a continuous basis throughout the year.
- Applications are due on or before the first of the month for review that month.

- **Application Process Timeline**

<b><u>Activity</u></b>	<b><u>Deadline</u></b>	<b><u>Approx. Days</u></b>
Application Submission	1 <sup>st</sup> of the month	0
CDOH Staff Evaluation and Underwriting	Ongoing	Ongoing
CDOH Development Staff Review Session (the Pro/Con Call)	3 <sup>rd</sup> Thursday of the month	15- 21
CDOH Full Staff Review Session (the Pro/Con Meeting) and Funding Recommendation*	4 <sup>th</sup> Thursday of the month	22-28
Award Letter and Press Release	Approx. 5 weeks from Application Submission	35
Execute Contract	Approx. 10 – 12 weeks from Application Submission	70 - 90
Process Payment Request	Two weeks after request received	
<b>HOWEVER – If CDOH staff determines that an application is not complete or the project is not ready for a CDOH funding commitment, then CDOH staff may choose to hold the project for a future month’s review cycle.</b>		

- NOTE: Unlike other CDOH loan/grant requests, Housing Needs Assessment grants are not reviewed by the State Housing Board.

- **Application Submittal Instructions**

- Submit four (4) copies of the application form, including one copy with an original signature.
- Submit one (1) copy of all supporting documents.
- In the case of multi-jurisdictional applications involving more than one local government (municipality and/or county), an authorized signatory for each local government must sign the application forms.

**Submit applications to:**

**Ms. Julianna Nelson  
Colorado Department of Local Affairs  
Division of Housing  
1313 Sherman Street, Room 500  
Denver, Colorado 80203**

○ **Local Government and Other Local Financial Support**

Applicants leverage CDOH funds with financing from other private and public sources to complete an affordable housing project or program. In the case of Housing Needs Assessments, CDOH commits to fund up to the full amount of the Housing Needs Assessment based on the agreement of the applicant to use the Housing Needs Assessment in their Strategic Planning process and to provide the deliverables as described below.

○ **CDOH Approved Contractors**

The Colorado Division of Housing maintains a list of approved Housing Needs Assessment Contractors. A list of these contractors may be found at [www.dola.state.co.us/cdh/index.html](http://www.dola.state.co.us/cdh/index.html).

• **AFTER THE AWARD**

Once the application to the CDOH has been awarded funding, the applicant receives a letter stating the dollar amount of the award and the name of the Asset Manager (AM) to contact for information on how to proceed with the project. The AM works closely with the Developer (Devo) who assisted with the project application. The AM and the Devo work as a team to ensure the success of every affordable housing project.

- The contract and legal documents governing the award will be created
- Contracts are reviewed, signed and attested then returned to the State
- The contract is circulated for signature by the State to officially be executed.
- ***Do not obligate any of the funds or have any work done prior to the contract execution date.***
- Technical assistance will be provided to the agency on required requests for fund reimbursements, quarterly reports and State and Federal requirements.
- The contracted project will be monitored during the term of the contract.
- A Project Close Out report will be required at the completion of the project.

• **DELIVERABLES**

CDOH expects the following deliverables from the funding of Housing Needs Assessments;

○ **CDOH Needs Assessment Template**

Complete the data collection and analysis as indicated in the CDOH Needs Assessment Template, to the extent that it is feasible and applicable to the local study area. Consultants are expected to use the Suggested Data Source as specified in the Template and to provide the source of all other data used. Electronic format (Excel only) and hard copy formats of the Template are required to be submitted to the CDOH within 60 days of the completion of the assessment.

- **Executive Summary**

- **Full Written Housing Needs Report**

A full written Housing Needs Assessment Report is expected that will cover additional primary data collection and interpretation, as well as specific issues that the local community has requested. Plan to provide CDOH with both hard copy and a PDF version of the complete report.

- **Use of Data and Assessment Materials**

All data collected and reports and documents created through CDOH funded Housing Needs Assessments will be made available to the public through the local government(s), the local housing organization(s) and the CDOH website.

- **Local Strategic Planning Assistance**

The Contractor will participate in a minimum of one (1) presentation on the completed Housing Needs Assessment to the local community with the assistance of CDOH staff, the local government and housing providers. This meeting will be used to initiate the integration of the Housing Needs Assessment with the local strategic planning process.